

OASL/WLMA Joint Conference 2008

Agenda 2008 Joint Conference Steering Committee August 09, 2008



9:00 Welcome/Introductions

9:15 Minutes 6/21/2008 and treasurer's report

10:00 Chair

- Receptions
 - Exhibits
 - Friday Awards/Author Reception
- Board Meetings
 - WLMA – Thursday Evening
 - OASL – Saturday Afternoon
- Complimentary Registration
 - Educational Media Student Volunteers
 - Non-member/Non-vendor presenter
- Complimentary Meals and Rooms
- Program

11:00 Hotel/Facilities Liaison

11:30 Lunch at hotel

12:30 Program Chair

1:00 Committee Reports

Major Speakers

McCourt promotion

Authors

Extended Sessions/Pre-Conference

minimum numbers for accepting extended sessions

Concurrent Sessions

Exhibits

Registration

how to do badges, meals, etc for presenters
Event ticket printing/ coding for vegetarian

Webmaster

Publicity

August mailing

Local Arrangements

AV/Equipment

- equipment needs
- meals – special sessions
- extended sessions
- concurrent sessions

Hospitality

Ticket collection – extended sessions, meals

Presenter gifts

Sales (Book/Promotional)

Book signing for session presenters. if? where? when?

Autographing schedule

Signage

Social

Evaluation

Hosts

3:00 **Review timeline /Clean up/To Do's**

4:00 **Tentative Adjournment (We will adjourn no later than 4:30 pm)**

